

March 2, 2016

**FOR YOUR INFORMATION MEMO**

**TO:** Mayor and Members of Council

**FROM:** Harry Black, City Manager **HB**

**Copy:** Chief Eliot Isaac, Police  
Sheila Hill-Christian, ACM  
John Juech, ACM

**SUBJECT:** City Hall/Centennial II Security Improvements

---

What follows is a summary of the ongoing assessment and discussions regarding improved building security at City Hall and Centennial II.

Already in 2016 there have been 34 mass shooting events across the country that have resulted in 34 deaths and 109 injuries. In 2015 there were more than 300 mass shootings, nationwide, resulting in more than 300 deaths.

Considering the number of serious work place violence incidents throughout the country, the Administration recognizes the need to provide open, accessible public buildings that maximize the safety of employees and visitors. As previously reported, I asked an integrated staff team to look at building security and provide me with recommendations.

We take the responsibility to provide safe and secure public buildings personally, and remain concerned that City Hall and Centennial II are more vulnerable than they should be. In this case, an ounce of prevention is worth a pound of cure.

Below is a summary of the measures and procedures that will be implemented to enhance the safety and security of both buildings.

**City Hall**

**Employee Access:**

- Employees must visibly display an identification badge at all times. **Effective April 4.**
- Employees are only permitted to use approved entry and exit doors, no exceptions. **Effective April 4.**
- No employee will be allowed to exit or enter through roped off areas. **Effective April 4.**
- Metal detectors will be deployed at City Hall front and courtyard entrances. Employees displaying ID and those with long-term City issued building access ID's (press and consultants) will not be required to pass through detector screening. **Effective April 4.**

## Visitor Access

- Established guidelines regarding visitor sign in, issuing visitor passes, escorts to offices and showing valid ID will be followed without exception. A memo to this effect will be sent to all staff encouraging them to notify visitors appropriately. **Effective April 4.**
- All visitors must come through the front entrance. They will be screened using a metal detecting gate or hand held metal detector. **Effective April 4.**
- Doors shall not be propped open at any time. **Effective April 4.**
- Rooms containing critical mechanisms will remain locked at all times. **Ongoing.**
- More secure lobby entrances will be implemented and additional security doors requiring key access will be installed on additional floors. The City Council, at its request, may receive a waiver if they choose against additional third floor security. **Effective April 4.**

## Mail (**Target implementation July 2016 pending completion of fiscal assessment**)

- All mail related Standard Operating Procedures (SOPs) will be updated.
- Mail and package deliveries will no longer be made at City Hall. No package delivery vehicles will be allowed in the courtyard.
- A main mail delivery office will be established at the Renaissance building.
- A mail security coordinator and mail handling staff will be identified.
- Mailroom staff will be trained in the handling of suspicious packages and mail.
- See through plastic containers with lids will be used for potentially hazardous mail.
- Latex gloves and protective eye wear will be required in mailroom.

## Video Security (**Target implementation July 2016 pending completion of fiscal assessment**)

- Remote controlled perimeter cameras observing areas adjacent to City Hall as well as ingress and egress will be made compatible with the CPD Real Time Crime Center.
- Existing cameras will be assessed and updated. Additional cameras will be installed on all floor levels, inside Council Chambers and other critical locations
- IT security camera alerts will also alert City Hall security staff.

## Security Training and Equipment

- An Active Shooter Plan and Training Program was established for all City Hall Personnel. **Effective February 23.**
- City Hall security personnel will attend additional training and receive enhanced weapons and equipment. **Effective April 4.**
- The Active Threat Plan related to high profile individuals will be updated and affected individuals will be trained. **Effective April 4.**
- Defibrillators will be made available on every floor. **Effective April 4.**

## Parking

- Parking on Plum Street will be restricted to City Vehicles. **Effective April 4.**
- A gate access system will only allow designated parking vehicles into the City Hall courtyard. **Effective May 1.**

## **Centennial II**

### Employee Access:

- Employees must visibly display an identification badge at all times. **Effective April 4.**
- Employees are only permitted to use approved entry and exit doors, no exceptions. **Effective April 4**
- No employee will be allowed to exit or enter through roped off areas. **Effective April 4.**

### Visitor Access

- Established guidelines regarding visitor sign in, issuing visitor passes, escorts to offices and showing valid ID will be followed without exception. A memo to this effect will be sent to all staff encouraging them to notify visitors appropriately. **Effective April 4.**
- Doors shall not be propped open at any time. **Effective April 4.**
- Rooms containing critical mechanisms will remain locked at all times. **Ongoing.**

## **Conclusion**

These actions represent several months of detailed assessment and review and will be accomplished within existing budget appropriations. Costs associated with video and mail handling changes are to be determined and anticipated to be implemented post July 1, 2016.

Importantly, our public buildings will remain open and accessible. Going forward, we will continue to identify opportunities to improve the safety environment of all of our buildings.